

COA Checklist

A COA is required for *any* change to the exterior of a building, *any* new construction (including accessory buildings, pergolas, patios, etc.) or *any* changes to the property site (landscaping, fence, driveway, parking lot) . In-kind repairs (no change in materials, size, color) do not require a COA.

Application

A completed application must include: COA application, fee, and all required supporting documents. The fee is paid and accepted when the COA application *and* supporting documents are submitted. Application must be complete by the deadline.

Signs

color graphic with dimensions of sign, lettering
sign board materials
sign post dimensions, materials
sign placement

Exterior Painting

suppliers paint samples for siding, trim

Fence

site plan showing fence location
height and fence materials
vinyl fences and privacy fences that run along the street are not permitted.

Major Landscaping

drawing of location where tree/large shrubs are to be removed or planted.
reason for removing a mature canopy tree.

Patios, walkways, driveways

Site drawing showing location and remaining open space
materials
type and design of driveway

Lighting

type, material, design, orientation, and location of fixture
catalog copy
wattage

Construction of deck, porch, ramp, pergola, accessory building, exterior, staircase

site plan showing location, setbacks, and remaining open space
materials
colors (provide actual paint sample)
scale drawing
catalog copy
landscaping plan

Replacement of roof, siding, windows, doors, shutters

specify what will be replaced and their location on the building
specs for all replacement materials
catalog sample for windows, shutters, doors showing dimensions, materials, etc.
colors (provide actual paint sample)

Conditional Use Permit

proposed use
zoning classification
is proposed use permitted?
site plan
on site and street parking
signage

Parking Lot

Site plan showing dimensions and remaining open space
material

Construction of building addition or garage

Site plan showing lot dimensions, setbacks, location of proposed construction, and remaining open space
scale drawings of all elevations
materials and colors (provide actual paint sample)
roof type, pitch, and material
construction details/catalog copy for all doors and windows.
lighting plan
landscaping plan

Rehabilitation of exterior of building

Itemized description for each separate alteration (paint, siding, shutters, trim, windows, repointing, etc.).
Include colors, materials, catalog copy for windows, doors, shutters, etc.